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Library Trustees Minutes 10-08-2003

Robbins Library Board of Trustees
October 8, 2003

Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Frank Murphy and Susan Ruderman. Barbara Muldoon and Joyce Radochia were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Director's Report

Ms. Loud gave a verbal report focusing on the budget issues to be discussed at this evening's special meeting.

Report for Selectmen's Informational Meeting

Ms. Loud discussed with the Board the upcoming informational budget meeting with the Board of Selectmen. In order to standardize the budget request format, each town department was issued an identical form from the Town Manager's office. Each department head will be allotted five minutes for a presentation and will then answer questions. For the "Top Departmental Functions" section, Ms. Loud used the library's mission statement as a starting point and also received input from the library department heads in a brainstorming session. The trustees discussed the draft of the document and offered suggestions, including that the "Major Policy Issues to be Explored/Discussed" be phrased in the form of questions.

Trust Funds

Mr. Murphy suggested the formation of a Fiscal Planning sub-committee of the trustee board that would review the library's trust funds. This committee will meet in the near future and will report back to the full board.

Adjournment

The meeting was adjourned at 9:00 PM on a motion by Ms. Deal; seconded by Ms. Ruderman. The next regular meeting of the board will take place on October 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

